

Date Correction Plan Due 11/8/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 920-785-7811
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Use of Form: This form is used by certification / licensing staff to identify statute and / or administrative rule violation(s) and to outline imposed plans of correction, if applicable. This form is used by certified operators / licensed centers to meet the requirements of DCF 202.065, DCF 250.04(2)(i) and (3)(d), DCF 251.04(2)(L) and (3)(f), DCF 252.41(1)(L) and (2)(k). Failure to submit an appropriate correction plan by the due date listed above may result in sanctions identified in the statute and / or administrative rule. Public Schools may submit plans of correction however are not required to do so.

Instructions: The Noncompliance Statement below identifies the violation(s) of child care statute and / or administrative rule identified by the certification / licensing specialist. Complete the section labeled "Correction Plan" by indicating the steps that will be taken to address and correct each of the listed noncompliance(s). Identify expected completion date(s) for each item. Return the original to your certification / licensing specialist for approval and retain a copy. If this is a licensed child care, post your copy of the noncompliance statement and correction plan near the license in accordance with Wis. Stat. 48.657. This request for a correction plan is not an order imposing a sanction or penalty pursuant to Wis. Stat. 48.715. If the department decides to apply a statutory sanction and / or penalty for facts arising from this finding or a future finding, you will be given a notice of the sanction and / or penalty and your appeal rights.

Name - Certified Operator / Licensed Center Joyful Beginnings Academy		Provider Number / Facility ID Number 1000591211 / 001 - 2006378		
Address - Facility (Street, City, State, Zip Code) W9570 Poker Flats Ct Hortonville WI 549442707		Telephone Number 920-710-9005	Date - Regulation Visit 7/18/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(c) Current, Accurate Information Description: Based on a complaint investigation the program failed to provide current accurate information to the department regarding having a vape pen on the premise that failed to be disclosed to the licensing specialist at any time during the previous complaint investigations regarding smoking.	Current, correct, and accurate information will be reported to licensing within 24hours, including self-reports	Immediate / Complete	

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2	<p>251.04(2)(h)3. Policy Submitted & Implemented - Discharge Of Enrolled Children</p> <p>Description: A child was disenrolled from the program on 6/6/24. The program failed to follow their policies and procedures. The disenrollment policy states The teacher will ask for a parent/teacher conference. If after two weeks the behaviors have not improved, another conference will be scheduled to either revise the action plan or to terminate placement/refer the child to other services. All meetings, behavior plans, and outcomes will be documented and placed in the child's file. A parent teacher conference was not completed and proper documentation was not within the child's file upon discharge.</p>	Center policies updated to change disenrollment policy	August 2024	
3	<p>251.04(3)(a) Report - Incident Or Accident</p> <p>Description: Based on a complaint investigation the program failed to report a child who sought medical attention on 5/31/24 to an injury to the foot. This failed to be reported to the department.</p>	Information will be reported to licensing with 24 hours. If director is off-site, someone else will be appointed to make timely report(s).	Immediate	
4	<p>251.04(3)(i) Report - Unknown Whereabouts Or Left Premise</p> <p>Description: Based on investigation over the summer the center failed to report to the department an incident where the whereabouts of a 6 year old child were unknown to the child's assigned child care worker.</p>	Walky-Talkies put into place as to communicate for help/supervision	September 30, 2024	

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5	<p>251.05(2)(a)2. Staff Record - Completed Background Check</p> <p>Description: Based on record review on 7/18/24 according to the Staff Record Checklist Staff Member F failed to have a complete background check.</p> <p>It was also determined through a complaint investigation that another staff member failed to have a background check. The staff member has been working with children since March 1st without a background check.</p> <p>Repeat violation: Previously cited on 11/20/2023</p>	<p>Confirm background checks are completed within DCF Portal when transferring from other facilities</p>	<p>Immediate</p>	
6	<p>251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: Based on record review of 7/1/24 a staff member is not signed into the appropriate classroom where children are signed into. Children are signed into the eagles classroom while the staff member is signed into the hummingbirds classroom. A staff member was with the children in the Eagles Classroom however the staff records/Sign in and outs do not reflect that.</p>	<p>Will be diligent about updating app when moving rooms.</p> <p>Updated training on Brightwheel.</p> <p>Staff member no longer with us.</p>	<p>Immediate</p> <p>January 2025</p>	

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7	<p>251.05(3)(g)2. Assistant Child Care Teacher - Qualifications</p> <p>Description: Based on record review on 7/18/24 two staff members who are 17 years age failed to have satisfactorily completed an assistant child care teacher training program or have a noncredit department approved course in early childhood education prior to working at the center.</p> <p>Repeat violation: Previously cited on 12/28/2023</p>	<p>New staff orientation only allows shadowing (not included in ratio) until training complete or turn 18</p>	<p>November 2024</p>	
8	<p>251.05(3)(gr)3.a. Meal Prep Personnel - Training</p> <p>Description: Based on record review on 7/18/24 according to the Staff Record Checklist Staff Member B failed to have meal prep training on file.</p>	<p>Staff member has completed 4 hour Food Service Personnel Training Course</p> <p>Documentation to be placed in staff files immediately</p>	<p>Immediate</p>	
9	<p>251.055(1)(a) Supervision Of Children</p> <p>Description: Based on investigation over the summer a 6 year old child was unsupervised while walking from the outdoor play space to his mother's classroom alone. His whereabouts was unknown by his teacher for approximately 5 minutes.</p>	<p>Child accounted for within ratio on the Brightwheel app</p> <p>Teacher interviews confirmed supervision took place.</p> <p>New walky-talkie system in place for supervision assistance</p>	<p>September 30, 2024</p>	

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10	<p>251.055(1)(f) Child Tracking Procedure</p> <p>Description: Based on record review on 7/1/24 a 7 year old child is signed into care on 6:07am then out of a classroom at 6:15am and isn't signed into another classroom until 6:58am. This resulted in the child tracking not being accurate as the child's unaccounted for for 51 minutes.</p> <p>A three year old child was signed out of the Canaries classroom at 7:08am and wasn't signed into the Eagles classroom until 7:27am. This resulted in the child tracking not being accurate as the child's unaccounted for for 19 minutes.</p> <p>Repeat violation: Previously cited on 6/23/2023</p>	<p>Per morning drop-offs, team that moves children to maintain ratio will be diligent about updating app when moving children between rooms.</p> <p>Updated training on Brightwheel.</p>	<p>Immediate</p> <p>January 2025</p>	
11	<p>251.06(2)(d) Access To Materials Potentially Harmful To Children</p> <p>Description: Based on a complaint investigation a vape pen was on the premise within multiple classrooms on multiple occasions.</p> <p>On 2/8/24 tobacco/nicotine products were found within reach of children.</p>	<p>Consequences per policy did ensue.</p> <p>Incident occurred and consequences put into place in February 2024</p>	<p>Complete</p>	
12	<p>251.06(3)(b)2. Emergencies - Practice Written Plans</p> <p>Description: Based on record review on 7/18/24 the program failed to practice a fire and tornado drill in the month of June 2024.</p>	<p>New system in place to remain current.</p>	<p>Immediate</p>	

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13	251.06(4)(jm)2. Fire Alarms & Smoke Detectors - Testing Description: Based on record review on 7/18/24 the program failed to test the fire alarms and smoke detectors in the month of June 2024. Repeat violation: Previously cited on 12/28/2023	New system in place to remain current.	Immediate	
14	251.07(6)(i)1. Washing Child's Hands & Face Description: Based on observation of a diaper change on 7/18/24 the child's hands failed to be washed during the diaper change or after the diaper change.	Provided follow up training for diapering process; visual hung in classrooms	Immediate	
15	251.07(6)(i)2. Adult Handwashing Description: Based on observation of the infant classroom a staff member failed to wash their hands after a diaper change, and prior to feeding an infant the staff member went directly to feeding the infant a bottle.	Provided follow up training for diapering process; visual hung in classrooms	Immediate	

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16	251.09(4)(a)3. Infant & Toddler - Diaper Changing Surface Disinfection Description: Based on observation of the infant classroom a staff member failed to disinfect a diaper changing surface after a diaper change. Repeat violation: Previously cited on 12/28/2023	Provided follow up training for diapering process; visual hung in classrooms	Immediate	

NAME - Agency Worker
Cassandra Debauche

Date Issued
10/25/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Stacey Schmidt

Date Signed

11/08/2024